

## Supplemental to NGIN 112 (RSP RNCO, On-Board), SPECIAL INSTRUCTIONS

**Duties and Responsibilities:** The Senior RSP Sergeant is responsible for the overall daily execution of all activities of the RSP. These duties include, but are not limited to:

a. Prioritizes ARNG-GSS-S training guidance, organizes and implements company training schedules to reflect ARNG-GSS-S goals.

b. Responsible for overseeing all weekend training activities and support.

c. Provides training guidance to RSP companies.

d. Ensure training schedules are submitted to higher HQ NLT 120 days out (draft) and 90 days out (final) and reflect the Yearly Training Calendar (YTC).

e. Publishes training goals, objectives, and YTC.

f. Ensures all guidance is distributed to the RSP staff and the IADT Manager.

g. Responsible for coordinating all administrative and logistical actions within the RSP.

h. Audits RSP training records.

i. Designated Safety NCO for the RSP.

j. Ensures VULCAN database is updated regularly.

k. Coordinate and conduct all RSP training/coordination meetings.

l. Directly supervises all FTS personnel assigned.

m. Act as the LNO to the 1SG or REC & REC Section Chief to ensure that the RRNCOs maintain continuity with the Soldiers from the time of enlistment through BHO at Gold Phase. Also, identify and communicate any issues.

n. Facilitates weekly conference call (At Risk, 90-120 shippers, ten month no BCT, 18 month non-MOSQ).

o. Ensures monthly RSP AARs from each company are completed and submitted.

p. Initiate corrective actions based upon AAR comments.

q. Near-term planning (120 days and in).

r. Shippers day / night activities (METTC).

s. Transfer training records back to owning unit via the ERM system, as the Soldier's record is updated at the training base.

t. Performs Drill Sergeant duties during IADT weekends.

u. Conduct training meetings.

v. Accountable for all assigned RSP Soldiers and cadre.

w. Address administrative and logistical issues as necessary.

x. Ensure counseling is conducted on all assigned RSP Soldiers.

y. Conducts quality checks and audits RSP VULCAN database.

z. Monitor seat utilization and promote off-peak and quick ship opportunities.

aa. Prepare and mail monthly drill letters and welcome letters.

ab. Provides updates and feedback to ARNG-GSS-S as necessary.